

Property Address: \_\_\_\_\_

\*\*\*This checklist is a part of and must accompany all permit applications.

## County of Roanoke Building Permit Application Checklist

### Part 1 – Application, Site Plan and Related Documents

Yes No N/A

- ☐ ☐ ☐ Completed Permit Application
- ☐ ☐ ☐ Proof of Ownership (if not current in property records)
- ☐ ☐ ☐ Owner's Affidavit completed if Owner Permit
- ☐ ☐ ☐ Contractors License, when required
- ☐ ☐ ☐ County Business License, when required
- ☐ ☐ ☐ List of sub-contractors to be used on project
- ☐ ☐ ☐ VDOT highway entrance permit if applicable
- ☐ ☐ ☐ Health Department construction permit for well and/or septic or water/sewer availability letter from WVWA.
- ☐ ☐ ☐ Soil test report and engineer's recommendation and/or design when project located within a designated expansive soil area of the county (See Expansive Soil Policy).
- ☐ ☐ ☐ Engineers report and design for structures located on lots with steep slopes. (See Steep Slope Policy)

### Permit Plot plan (3 Copies) (preferred size 11" x 17")

Erosion and Sediment Control (check one)

- ☐ 0 - 2,500 sq. ft. of disturbed area – no plan required. Plot plan to indicate measures to control storm water runoff to adjoining properties during construction.
- ☐ 2,500 – 5,000 of disturbed area – Signed "Agreement in Lieu of" letter and plot plan to indicate minimum E & S measures per the agreement. Permit Fee
- ☐ 5,000 – 10,000 sq. ft. of disturbed area – Certified Responsible Land Disturber for project. Erosion and Sediment Control Plan prepared by either the RLD or a Professional Engineer. Permit Fee. Completed Plot Plan Review Checklist.
- ☐ 10,000 sq. ft and over - Certified Responsible Land Disturber for project. Erosion and Sediment Control Plan prepared by Professional Engineer. Surety and Permit Fee. Completed Plot Plan Review Checklist.

All of the following items in this section must be accounted for on the plot plan. Mark each box indicating that you have verified the information is included on the submitted plot plan. Incomplete submissions will be returned without review.

- ☐ Owners Name
- ☐ Name, address, occupation and signature of person preparing the plan if other than a registered design professional
- ☐ Property Address and County Tax Map Identification Number
- ☐ The scale of the plan and north arrow indication
- ☐ Property lines and dimensions drawn in accordance with an accurate boundary line survey
- ☐ Existing structures (walls, fences, accessory buildings, etc.) and proposed new construction
- ☐ Distances from all structures to adjoining property lines and required setbacks
- ☐ Size of disturbed area.
- ☐ Location of floodplain, floodway and floodway fringe from FEMA Flood Hazard Boundary maps and finished floor elevations or 100 acre water shed per Roanoke County Drainage Standards.
- ☐ Location, dimensions and type of all easements and underground utility lines.
- ☐ Proposed or existing location of septic tank, drain field and repair area or location of sanitary sewer line(s).
- ☐ Proposed or existing well location; or location of water service line.
- ☐ Existing and proposed grades including topographic contours with 2' intervals. Limits of all grading and land disturbing .
- ☐ Identification of potential expansive soil types per the Roanoke County Expansive Soil Policy
- ☐ Proposed driveway and parking areas
- ☐ Plan to indicate final disposition of all storm water to an approved discharge point.

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## **Part 2 – Construction Documents (2 Copies)**

**Each set of plans must accurately depict the following information. It may be necessary to obtain professional assistance in order to provide a plan as required.**

### **All Applications**

Yes No N/A

- ☐ ☐ ☐ Two complete sets of documents must be submitted with each permit application.(USBC 111.5)
- ☐ ☐ ☐ Plans shall not be submitted when defaced, faded, incomplete, non-scaled, or indefinite.
- ☐ ☐ ☐ Name, address, occupation and signature of person preparing the drawings if other than a registered design professional.  
(Drawings that are required to be sealed by an architect or engineer must be “wet stamped” and signed on each page.  
National mail-order type plans that do not contain all of the information covered by this outline, or plans that do not conform to the adopted code requirements, or do not accurately represent the proposed structure, are not considered acceptable for use.  
In such cases, you must edit the plans to depict your project. Please use black ink for this purpose: **Do not use red ink or pencil.**(USBC 111.5)

### **Buildings**

**FOUNDATION/BASEMENT/SLAB PLAN** Preferred Scale: ¼” = 1’

- ☐ ☐ ☐ Soil bearing value. Submit engineering soil reports for foundations on fill or if calculations are for greater than 2,000 P.S.F. soil bearing capacity.(IRC Table R403.1)
- ☐ ☐ ☐ A completely dimensioned plan of the foundation, footing and/or slab..(IRC R401-R403)
- ☐ ☐ ☐ The size, location, and spacing of all piers and girders proposed.(IRC R606)
- ☐ ☐ ☐ The size, spacing, and direction of run of all joists proposed.(IRC R502, R505)
- ☐ ☐ ☐ The location of crawl space access and crawl space ventilation.(IRC R408.1)
- ☐ ☐ ☐ Any special construction required by the structure or by any site condition.(IRC R301.1, USBC 111.5.2)
- ☐ ☐ ☐ The size and location of all isolated pad footings.(IRC Table R401.4.1)
- ☐ ☐ ☐ Floor sheathing materials.(IRC R503)
- ☐ ☐ ☐ All recommendations made by the soils engineer, if required.(IRC R401.2, R401.4)
- ☐ ☐ ☐ The extent and location of all slabs and foundations for patios, breezeways, garages, etc.(IRC R506)
- ☐ ☐ ☐ Size and location of all special footings, grade beams, retaining walls, slab blockouts, etc., required. (IRC R403)

**FLOOR PLAN** Preferred Scale: ¼ “ = 1’(USBC 111.5)

- ☐ ☐ ☐ A completely dimensioned floor plan for each floor level.(USBC 111.5)
- ☐ ☐ ☐ A clarification of the use of all rooms in the building (i.e., bedroom, study, living room, utility room, etc).(IRC R304)
- ☐ ☐ ☐ The location and description of all plumbing fixtures.(IRC R306)
- ☐ ☐ ☐ Location and description of all electrical fixtures including outlets, switches and smoke detectors, service panels and feeder panels. Indicate GFCI and arc-fault protection.(IRC 317, E3603, E3608 & USBC 3501.8)
- ☐ ☐ ☐ Door and window sizes, location, and types. Safety glazing indicated where required.(IRC R308)
- ☐ ☐ ☐ Location of heating and cooling equipment and ventilation fans. Combustion air supply where required by fuel burning appliances and fireplaces including factory built and zero clearance units.(IRC R303.6, R303.3, exception)
- ☐ ☐ ☐ The size, spacing, and direction of run of all floor and roof framing members in each room and all balconies, breezeways, carports, and garages.(IRC R802, R804, R502, R505)
- ☐ ☐ ☐ Location, type of fuel, of all fireplaces, stoves and other heating equipment.(IRC R1003, R1004)

**ELEVATIONS** Preferred Scale: ¼” = 1’(USBC 111.5)

- ☐ ☐ ☐ Four (4) elevations of the exterior of the building.(USBC 111.5.2)
- ☐ ☐ ☐ Exterior wall materials (may be shown on sectional drawing).(USBC 114.0)
- ☐ ☐ ☐ Type of roofing and the pitch of the roof (may be shown on sectional drawing).(IRC R904, R905)

- ☐ ☐ ☐ The location and extent of all exterior shear walls, if required.(IRC R301.2)
- ☐ ☐ ☐ The location of all let-in braces or approved alternate wall bracing methods.(IRC R602.10, R603.3.3)
- ☐ ☐ ☐ A complete set of dimensions in the vertical direction to clarify the height proposed (may be shown on sectional drawing).(IRC R305)
- ☐ ☐ ☐ The elevations must show actual site conditions, final grade, slope, drainage, etc..(USBC 111.5.1)
- ☐ ☐ ☐ Location of all openings (windows, doors, etc.) in exterior walls.(IRC R310.1.1, R311.3, R311.4)
- ☐ ☐ ☐ Location of all decks, balconies & exterior stairs.(USBC 302.1.1)

## **FRAMING SECTIONS**

Yes No N/A

- ☐ ☐ ☐ Completely dimensioned cross-sections through the building, showing the type of construction to be used. In most buildings, a transverse and longitudinal cross-section will be required.(IRC R111.5.2)
- ☐ ☐ ☐ Complete cross-section and details of any unusual or special construction.(IRC111.5.2)

## **CONSTRUCTION DETAILS**

- ☐ ☐ ☐ Stairways.(IRC R314)
- ☐ ☐ ☐ Balconies.(IRC R111.5.2)
- ☐ ☐ ☐ Post and beam connections.(IRC Table R603.3)
- ☐ ☐ ☐ Guard rails (connections, materials, spacing, etc.)(IRC R316)
- ☐ ☐ ☐ Fireplace and chimney detail and cross sections indicating clearances.(IRC R1001, R1002, R1003, R1004)
- ☐ ☐ ☐ Retaining walls with more than 4 feet of unbalanced fill require an engineered design.(IRC R404.1.3(2))
- ☐ ☐ ☐ Roof framing plan and ventilation details.(IRC R802, R804, R806)
- ☐ ☐ ☐ Fire separation walls and ceilings between garage and remainder of dwelling.(IRC R309.1, R309.2)
- ☐ ☐ ☐ Description of insulation materials and R values.(IRC R320)

## **Part 3 – POOLS, SPAS AND HOT TUBS**

Definition: Pool – any structure intended for swimming or recreational bathing and containing water over 24” deep. This includes in-ground, aboveground and on-ground swimming pools, hot tubs and spas.

- ☐ Completed and signed barrier responsibility form.
- ☐ Plot plan showing location of existing structures and intended location of pool.
- ☐ Details and/or description of barrier type and location. (Fencing may be shown on plot plan)
- ☐ Location of all associated proposed equipment, pumps, heaters, drains, etc.
- ☐ Construction drawings for any decks, steps, railings or guards to be built in association with the pool.
- ☐ Complete architectural/engineering drawings for all site built pools.
- ☐ Manufacturers installation instructions available on-site for all kit and pre-manufactured pools.
- ☐ Electrical details per NEC for outlets, fixtures or other devices to be installed or used with the pool.
- ☐ The plan is to indicate the discharge of any pool drain to an approved discharge point.